



**DEPARTMENT OF EMPLOYEE RELATIONS  
TRAINING & EXPERIENCE QUESTIONNAIRE FOR  
Civil Engineer III  
Environmental Engineering**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DAYTIME PHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_

EVENING PHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

WE URGE YOU TO MAKE COPIES OF ALL APPLICATION MATERIALS YOU SUBMIT

**Important:** A resume is not a substitute for this questionnaire. This questionnaire is an important part of the selection process. The information provided is subject to verification and will be used to assist in selecting the most qualified candidates. Credit will not be given for incomplete or incorrect information; and falsification of this form may result in disqualification or removal from a City position. Please type or use **BLACK INK** (required for reproduction purposes).

SUBMIT TO: Martin Aquino  
Environmental Engineering  
Municipal Building, Room 820  
841 N. Broadway  
Milwaukee, WI 53202

READ CAREFULLY BEFORE SIGNING: The answers to this questionnaire are true and complete to the best of my knowledge. I understand that falsification of this questionnaire may result in disqualification or removal from a City position.

**YOU MUST SIGN AND DATE THIS FORM**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

(Office Use Only--ID# \_\_\_\_\_)

**I. EDUCATION AND TRAINING****A. Bachelor's Degree:** YES \_\_\_\_ NO \_\_\_\_ Month and Year Earned: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Name and address of College or University attended:  
\_\_\_\_\_  
\_\_\_\_\_**B. Master's Degree:** YES \_\_\_\_ NO \_\_\_\_ Month and Year Earned: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Thesis or Special Emphasis: \_\_\_\_\_

Name and address of College or University attended:  
\_\_\_\_\_  
\_\_\_\_\_**C. List any training programs, workshops, or seminars you have completed which may be relevant to this position.** (Attach additional pages using same format if more space is necessary.)

PROGRAM OR SEMINAR TITLE	PROGRAM SPONSORED BY	DATE(S) ATTENDED	CREDITS

**II. PROFESSIONAL REGISTRATION**

Are you registered as a Professional Engineer in the State of Wisconsin? YES \_\_\_\_ NO \_\_\_\_

Date Registered: \_\_\_\_\_

**III. WORK EXPERIENCE**

List your previous work experience starting with your present job. (If necessary, attach additional sheets using the same format)

**A. Present Employer**

1. Title \_\_\_\_\_

2. From \_\_\_\_\_ To \_\_\_\_\_ Hours per week \_\_\_\_\_  
(Month/year) (Month/year)

3. Annual Salary: \_\_\_\_\_

4. Employer \_\_\_\_\_
5. Address \_\_\_\_\_
6. City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
7. Supervisor's Name and Title \_\_\_\_\_
8. List and briefly describe the major duties you perform in this job and the approximate percentage of time performing each duty.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Previous Employer**

1. Title \_\_\_\_\_
2. From \_\_\_\_\_ To \_\_\_\_\_ Hours per week \_\_\_\_\_  
(Month/year) (Month/year)
3. Annual Salary: \_\_\_\_\_
4. Employer \_\_\_\_\_
5. Address \_\_\_\_\_
6. City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
7. Supervisor's Name and Title \_\_\_\_\_
8. List and briefly describe the major duties you perform in this job and the approximate percentage of time performing each duty.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. Previous Employer**

1. Title \_\_\_\_\_
2. From \_\_\_\_\_ To \_\_\_\_\_ Hours per week \_\_\_\_\_  
(Month/year) (Month/year)
3. Annual Salary: \_\_\_\_\_
4. Employer \_\_\_\_\_
5. Address \_\_\_\_\_
6. City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
7. Supervisor's Name and Title \_\_\_\_\_

8. List and briefly describe the major duties you perform in this job and the approximate percentage of time performing each duty.

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#### IV. RELATED EXPERIENCE

Please describe your experience in each of the following areas including the amount of experience and the name of the employer. (Attach additional pages if more space is necessary.)

- A. Sewerage system design, analysis and construction including hydraulic studies.

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- B. Storm water pollution abatement programs.

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- C. Resolutions, street and alley vacations, easements, and licenses.

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- D. Sanitary and storm water monitoring and sampling programs.

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- E. Design of castings, sewer facilities and storm water treatment devices.

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- F. Preparation of permits, reports and grant applications.

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- G. Review of storm water management plans, permits, and reports.

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- H. Liaison with property owners and other City/government agencies such as the Milwaukee Metropolitan Sewerage District, Department of City Development and Department of Neighborhood Services.

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- I. Administration of the Capital Improvement Program including sewer program preparation, funding and cash flow.

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- J. Review of plats, certified surveys, proposed developments and building permit applications to determine their compatibility with and/or impact on the City sewer system.

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- K. Review of and preparation of responses to plans and specifications prepared by MMSD in connection with its Capital Program

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- L. Supervision of other employees.

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## V. ADDITIONAL INFORMATION

Describe any other qualifications or experience that may have prepared you or may further qualify you for this position.

[illegible]

**VI. COMPUTER KNOWLEDGE:** Please specify computer software products with which you are familiar, give a self-assessment of your skill level, briefly describe your experience (what you used the product for), and estimate approximate amount of experience.

<b>WORD PROCESSING</b> , specify each product name (e.g., MS Word 2000): Product: _____ <input type="checkbox"/> basic <input type="checkbox"/> intermediate <input type="checkbox"/> advanced Product: _____ <input type="checkbox"/> basic <input type="checkbox"/> intermediate <input type="checkbox"/> advanced Product: _____ <input type="checkbox"/> basic <input type="checkbox"/> intermediate <input type="checkbox"/> advanced	Coursework Yes____ No ____ Job Experience Yes____ No ____ Years of Experience _____
BRIEF DESCRIPTION OF EXPERIENCE:	
<b>SPREADSHEET</b> , specify each product name (e.g., MS Excel 2000): Product: _____ <input type="checkbox"/> basic <input type="checkbox"/> intermediate <input type="checkbox"/> advanced Product: _____ <input type="checkbox"/> basic <input type="checkbox"/> intermediate <input type="checkbox"/> advanced Product: _____ <input type="checkbox"/> basic <input type="checkbox"/> intermediate <input type="checkbox"/> advanced	Coursework Yes____ No ____ Job Experience Yes____ No ____ Years of Experience _____
BRIEF DESCRIPTION OF EXPERIENCE:	
<b>DATA BASE</b> , specify each product name (e.g., MS Access 2000): Product: _____ <input type="checkbox"/> basic <input type="checkbox"/> intermediate <input type="checkbox"/> advanced Product: _____ <input type="checkbox"/> basic <input type="checkbox"/> intermediate <input type="checkbox"/> advanced Product: _____ <input type="checkbox"/> basic <input type="checkbox"/> intermediate <input type="checkbox"/> advanced	Coursework Yes____ No ____ Job Experience Yes____ No ____ Years of Experience _____
BRIEF DESCRIPTION OF EXPERIENCE:	
<b>OTHER</b> , specify product name (e.g., WINDOWS 2000, MS PowerPoint 2000, SAS, SPSS, etc.): Product: _____ <input type="checkbox"/> basic <input type="checkbox"/> intermediate <input type="checkbox"/> advanced Product: _____ <input type="checkbox"/> basic <input type="checkbox"/> intermediate <input type="checkbox"/> advanced Product: _____ <input type="checkbox"/> basic <input type="checkbox"/> intermediate <input type="checkbox"/> advanced	Coursework Yes____ No ____ Job Experience Yes____ No ____ Years of Experience _____
BRIEF DESCRIPTION OF EXPERIENCE:	